

IMPREST FUND VERIFICATION

NOTE: CASHIERS MAY NOT ACT AS VERIFIERS

Bureau _____ Cashier _____
Location _____ Social Security Number _____
Fund Number _____ Authorized Traveler's _____
Authorized Fund Level _____ Check Level _____

I. VERIFICATION OF FUND

A. Total Cash on Hand (II-A) \$ _____
B. Total Uncashed Checks (II-B) \$ _____
C. Total Unpaid Reimbursement Vouchers (II-C) \$ _____
D. Total Unscheduled Subvouchers (II-D) \$ _____
E. Total Unreimbursed Cash Travel Advances (II-E) \$ _____
F. Total Unreimbursed Other (II-F) \$ _____
G. Total Interim Receipts (II-G) \$ _____
H. Total Advances to Subcashiers \$ _____
I. Total Accounted for (I-A through I-H) \$ _____
J. Authorized Level \$ _____
K. Difference Between I-I and I-J \$ _____

REMARKS:

DATE	VERIFIER	SIGNATURE	TITLE	PHONE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Cashier's Concurrence: Signature _____ Date _____

II. DETAILED ANALYSIS

A. CASH ON HAND:

BILLS	NO.	AMOUNT	COINS	NO.	AMOUNT
\$100			\$1.00		
\$50			\$.50		
\$20			\$.25		
\$10			\$.10		
\$5			\$.05		
\$2			\$.01		
\$1					
TOTAL			TOTAL		

B. UNCASHED CHECKS:

CHECK NO.	AMOUNT	CHECK NO.	AMOUNT

TOTAL CASH ON HAND \$ _____

TOTAL UNCASHED CHECKS \$ _____

C. UNPAID REIMBURSEMENT VOUCHERS:*

NO.	INCLUSIVE PERIOD	AMOUNT

TOTAL UNPAID REIMBURSEMENT
VOUCHERS \$ _____

E. UNREIMBURSED CASH TRAVEL ADVANCES:*

DATE	TRAVELER	AMOUNT

TOTAL UNREIMBURSED CASH TRAVEL
ADVANCES \$ _____

F. UNREIMBURSED – OTHER: *

DATE	REFERENCE NO.	AMOUNT

TOTAL UNREIMBURSED – OTHER \$ _____

D. UNSCHEDULED SUBVOUCHERS:*

SUBVOUCHER NO.	DATE	AMOUNT

TOTAL UNSCHEDULED
SUBVOUCHERS \$ _____

G. INTERIM RECEIPTS: *

DATE	EMPLOYEE	AMOUNT

TOTAL INTERIM RECEIPTS \$ _____

*** USE SEPARATE SHEET IF NECESSARY**

III. VERIFICATION OF TRAVELER'S CHECKS:

A. Traveler's Checks On Hand Last Verification	\$ _____
B. ADD: Traveler's Checks Received	\$ _____
C. SUBTRACT: Traveler's Checks Issued	\$ _____
D. SUBTRACT: Traveler's Checks Returned	\$ _____
E. Traveler's Checks on Hand (A + B – C – D)	\$ _____
F. Authorized Traveler's Check Level	\$ _____
G. Difference Between III-E and III-F	\$ _____

REMARKS: